

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 02/17/14-02/18/14
Form ID TEA000299978
Approver Richard J Chivaro
Start Date/Time 02/17/14 / 1405
End Date/Time 02/18/14 / 1850
Trip Location Sacramento
Purpose of Trip Official SCO business. Mtgs at BOE.
Authorization #/ Trip # /

REPORT TOTALS

Report Total 607.01 USD
Department Paid 369.46 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 237.55 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/17/14	Airfare - Commercial	208.89	Department Paid	United States (US)	1.00		208.89
02/17/14	Lodging	101.70	Cash	United States (US)	1.00		101.70
02/17/14	Parking, Auto	8.00	Cash	United States (US)	1.00		8.00
02/17/14	Personal Auto Mileage	5.60	Cash	United States (US)	1.00		5.60
02/17/14	Incidentals	5.00	Cash	United States (US)	1.00		5.00
02/18/14	Airfare - Commercial	121.99	Department Paid	United States (US)	1.00		121.99
02/18/14	Airfare - Commercial	86.90	Cash	United States (US)	1.00		86.90
02/18/14	Auto/Car Rental	38.58	Department Paid	United States (US)	1.00		38.58
02/18/14	Gasoline	5.75	Cash	United States (US)	1.00		5.75
02/18/14	Parking, Auto	8.00	Cash	United States (US)	1.00		8.00
02/18/14	Personal Auto Mileage	5.60	Cash	United States (US)	1.00		5.60
02/18/14	Lunch	11.00	Cash	United States (US)	1.00		11.00

Expense Sub-Totals

Auto/Car Rental 38.58
 Airfare - Commercial 417.78
 Gasoline 5.75
 Parking, Auto 16.00
 Lunch 11.00
 Incidentals 5.00
 Lodging 101.70
 Personal Auto Mileage 11.20

Review Items - Exceptions and Questions

Text	Response	Policy
Did you obtain prior written approval to exceed the maximum allowed?	No PML #2013-26.	#46a DPA required - Lodgin

Receipt and travel itinerary required for this expense item.

ER Department
Policy #1

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense Is	Purpose	Category	Receipt Required
02/17/14	Airfare - Commercial	208.89	Reimbursable			Yes
02/17/14	Lodging	101.70	Reimbursable			Yes
02/17/14	Parking, Auto	8.00	Reimbursable			No
02/17/14	Personal Auto Mileage	5.60	Reimbursable			No
02/17/14	Incidentals	5.00	Reimbursable			No
02/18/14	Airfare - Commercial	121.99	Reimbursable			Yes
02/18/14	Airfare - Commercial	86.90	Reimbursable			Yes
02/18/14	Auto/Car Rental	38.58	Reimbursable			Yes
02/18/14	Gasoline	5.75	Reimbursable			Yes
02/18/14	Parking, Auto	8.00	Reimbursable			No
02/18/14	Personal Auto Mileage	5.60	Reimbursable			No
02/18/14	Lunch	11.00	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage